Memorandum of Agreement Between the City of San José and the Santa Clara Valley Water District for Trash Prevention and Removal



2006 Annual Report December 13, 2006

Prepared by City of San José Environmental Services Department Santa Clara Valley Water District

Introduction

This report summarizes the second year activities associated with the City of San Jose (City) and the Santa Clara Valley Water District (District) Memorandum of Agreement for Trash Prevention and Removal Services (Trash MOA). The City Council and District Board approved the Trash MOA in September of 2004. Shortly following MOA approval, a Joint Trash Team (Attachment A) comprised of members from the District and City was established to develop and implement a work plan. The Trash MOA Executive Committee (Attachment B) approved the 2006 Trash MOA Work Plan in January 2006. The Work Plan included six objectives:

- A. Update Program contact list.
- B. Implement partnered cleanup projects.
- C. Evaluate opportunities for improved use of enforcement and education.
- D. Establish a Maintenance Exchange Pilot.
- E. Cooperate on SCVURPPP trash work plan activities.
- F. Develop annual Trash MOA work plan and report.

The Trash MOA specifies that the Joint Trash Team shall prepare an Annual Report, describing the status of work plan activities and submit it to the Executive Committee by December 15th of each year. This report is intended to provide a status update and to highlight relevant activities, successes and challenges associated with each objective in accordance with the Trash MOA.

Objective A

Update Program Contact List

Description and Status

The purpose of the Contact List (Attachment C) is to facilitate reporting of maintenance and compliance issues identified by field staff from one agency to the other. The need for a Contact List was based on field staff input regarding the difficulty associated with identifying where to direct various types of maintenance issues. The list includes key staff contacts at both the City and Water District who are involved in trash removal and maintenance programs. The list was updated in December 2006 to reflect recent staffing changes. The mechanism for distributing the list has varied, but typically the list is distributed as part of the Annual Report and during staff meetings.

Evaluation

Successes

The Contact List continues to be useful and will be reviewed at least once per year in order to include updates as phone numbers and staff responsibilities change.

Challenges/Improvements for 2007

• Challenges include keeping the list updated due to staffing changes and identifying staff to replace Joint Trash Team members. As team members become aware of updates they will report them for incorporation into the next update.

Objective B

Implement Partnered Cleanup Projects

Description and Status

This objective continues to be the most successful aspect of the MOA. The purpose of the partnered cleanup projects is to pool City and District resources to address up to three trash problem areas each year that fall outside the scope of the City and District routine trash removal activities. Each partner contributes resources to carryout the cleanup projects. The District has primarily taken responsibility for providing labor and site supervision, while the City has primarily provided garbage collection and disposal. The City has tapped into the resources of several City departments to aid in the partnered cleanup efforts. Department of Transportation (DOT) and Parks, Recreation and Neighborhood Services (PRNS) have been instrumental in collecting and disposing of garbage, large items, and hazardous materials.

In 2006, the City and District identified and cleaned the following three sites as part of the MOA:

- 1. Los Gatos Creek between Lincoln Avenue and the Highway 280 bridge:
- 2. Coyote Creek between Oakland Road and Ridder Park Drive;
- 3. Coyote Creek between Tully Road and Yerba Buena Avenue.

Additionally, staff added the following fourth cleanup site:

4. Coyote Creek between East Julian Street and Washington Street.

More detail about the partnered cleanup projects completed in 2006 are listed in Attachment D. The cleanup projects continue to be the most visible outcome and demonstration of collaboration resulting from the Trash MOA.

Evaluation

Successes

- Approximately 16 tons of garbage, illegally dumped large items (appliances, furniture, etc), and hazardous waste (batteries, oil) were removed from the creeks and surrounding bank areas.
- The cleanup projects continue to provide an opportunity to clean up areas of the creek that are not regularly scheduled to be cleaned.
- The use of the City's compactor truck greatly aided cleanup efforts, providing mobile trash collection to limit the amount of time wasted transporting trash from creek to a stationary collection point.
- Hazmat cleanup procedures have improved, and lesser amounts of hazardous materials were found during 2006 cleanups.
- A private property owner adjacent to Coyote Creek near East Julian Street site granted access to creek making the cleanup possible at this site.
- At the Coyote Creek at Julian site, property owners demonstrated their appreciation of the cleanup effort by coming out to the site and thanking crews.

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Challenges /Improvements for 2007

- Access to creeks with trash problems continues to be difficult where neither the City nor
 District own property or have easements. For 2007, outreach to property owners adjacent to
 creeks informing them of their responsibility to keep the creek clean adjacent to their
 property will be explored.
- The homeless encampments adjacent to the creeks impede cleanup efforts. Where homeless encampments are identified prior to clean up activities, cleanup staff work with San Jose Police Department (SJPD) to do a sweep of the area prior to the scheduled cleanup. These sweeps are not always effective because some homeless re-establish their camps between the SJPD sweep efforts and Joint Trash Team cleanup efforts. Additionally, if SJPD encounter a person with an outstanding warrant during their sweep, SJPD must halt their comprehensive sweep and take the person to the police station for processing. On occasion, Joint Trash Team cleanup staff have felt threatened by the presence of aggressive homeless persons and as a result clean a limited area in order to avoid confrontations. In 2007, the Joint Trash Team will continue to partner with SJPD and will explore involving County and City homeless services.
- Explore documenting the amount of trash collected in cubic yards in the 2007 Annual Report.

Objective C

Evaluate Opportunities for Improved Use of Enforcement and Education

Description and Status

A subcommittee was established to explore avenues where enforcement and education could be improved. In 2006, the Joint Trash Team collaborated successfully with the Department of Planning, Building and Code Enforcement (PBCE) - Code Enforcement (CE) Division and the Environmental Services Department (ESD) – Integrated Waste Management (IWM) Division to conduct outreach and enforcement efforts at an apartment building adjacent to Coyote Creek. City staff received a complaint about illegal dumping in Coyote Creek that was allegedly originating from an apartment complex. Joint trash team members performed a site visit and found large items, such as furniture, and overflowing dumpsters at the rear of the property, adjacent to the Creek. Joint Trash Team members collaborated with Code Enforcement and required the property owner to remove the large items from the property and creek area because the items were causing blighted conditions in violation of City Code. The property owner was also educated about proper tenant disposal of these large items. Additionally, the City's IWM representative recommended moving the dumpsters away from the rear property line adjacent to the creek and also increasing the frequency of the dumpster pick-up to alleviate the problem of overflowing trash from the dumpster.

City staff involved in the Anti-Litter Campaign exchanged public education materials with District staff, which enabled outreach materials to reach a wider audience. District staff attends some outreach events that City staff do not typically attend. By exchanging materials, both the City and District made outreach materials pertaining to litter and creek health available to a

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wider audience. City and District staff will endeavor to exchange materials at each January Joint Trash Team meeting.

District and City staffs are currently collaborating on a draft template that can be used as a Joint City-District Creek Cleanup outreach flyer. The flyer will acknowledge the partnership between the agencies and will also educate the community on the value of cleanup activities. The flyer will also educate the community about the value of proper trash and large item disposal and keeping these items out of creeks and rivers. Due to other outreach demands and activities this task was started in late 2006. Work on this item will continue in 2007.

Evaluation

Successes

- Cooperation between the Joint Trash Team and the City's Code Enforcement and IWM
 divisions to educate, clean up, and increase trash pick up frequency for a multi-family
 dwelling unit contributing directly to trash and debris in Coyote Creek.
- A City public education representative participated in the City's recent efforts to implement the "Go Green Initiative" in San Jose Schools. The initiative went live in 2006 and offers to schools a menu of environmental education ideas on a variety of topics including pollution prevention and litter abatement.

Challenges / Improvements for 2007

- Continue to work with Code Enforcement to contact and work with property owners who
 own property adjacent to creeks and have large items on their property causing blighted
 conditions.
- Continue to work with IWM to contact and work with property owners who own property adjacent to creeks to move dumpsters away from the creeks and to increase trash and recycling pick up frequencies to prevent overflowing dumpsters.
- Exchange outreach materials at each January Joint Trash Team meeting, commencing January 2007.
- Complete Joint City-District Creek Cleanup outreach flyer.
- Continue to partner with SJPD to provide sweeps prior to cleanup events where homeless encampments are an issue (see Objective B for more details).

Objective D

Establish a Maintenance Exchange Pilot

Description and Status

The purpose of this objective is to evaluate opportunities where the City and District may assume the maintenance activities of the other agency where such an exchange would result in a cost savings. In 2006, Joint Trash Team members examined various scenarios and sites that may be suitable for maintenance exchange. Staff discussed areas of overlapping maintenance activities - such as graffiti removal and emptying of public garbage cans - and identified current maintenance schedules and frequencies for each agency. After consideration, staff determined that it was neither feasible nor cost-effective to establish a maintenance exchange program

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primarily because of disparities in maintenance frequencies. The current maintenance activities and schedules maintained by each agency provide a more comprehensive maintenance cycle than the maintenance program that would result from exchanging locations.

Evaluation

Joint Trash Team members do not recommend continuing this effort in 2007.

Objective E Cooperate on SCVURPPP Trash Work Plan Activities

Description and Status

The Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) is composed of 13 cities, the County, and the District and the organization collaborates on ways to minimize and prevent urban runoff pollution, including trash. SCVURPPP convened a Trash Ad Hoc Task Group (AHTG) in early 2002. The Trash AHTG then completed a Trash Management and Effectiveness Strategy Workplan which included a variety of tasks, including performing trash assessments.

In FY 05-06 City staff conducted 30 trash assessments using the Keep America Beautiful (KAB) Litter Index. This method employs a ranking assignment of ranging from 1 which means no litter was found, up to 4 which indicates the site was extremely littered. The KAB method provides guidance for using the ranking method. In late 2006, the District conducted trash assessments at 10 different sites in San Jose resulting in a total of 40 sites that were assessed in the City. City staff accompanied District staff on three of their 10 trash assessments. The results of the assessment were documented and will be reported in the District's FY 06-07 Annual Stormwater Report required to be submitted to the Water Board in September 2007.

SCVURPPP developed a draft Trash Management and Effectiveness Strategy Workplan in October 2006 as part of the Trash Ad Hoc Task Group (AHTG). Several Joint Trash Team members are also members of the SCVURPPP Trash AHTG and participated in development of the Workplan. The draft Workplan identifies trash problems areas and sources, selection and implementation of control measures appropriate for the problem area and source, effectiveness assessment, and maintenance requirements. Staff will continue to actively participate in the Trash AHTG and Workplan development and implementation.

Additionally, SCVURPPP is facilitating the implementation of trash pilot projects. The intent of the pilot projects is to identify structural controls to prevent trash from entering the creeks and stormdrains as well as to facilitate cleanup of trash in the creeks. SCVURPPP also plans to include methods to assess effectiveness of the structural controls and maintenance methods as an integral part of the pilot projects.

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Evaluation

Successes

- The joint City-District assessments ensured that trash assessments are being performed consistently between the two agencies.
- The assessment allowed City staff to gain access to District owned property and view stretches of the river, and the associated trash problems, that City staff otherwise would not have access to.
- Both agencies helped advance the work of the SCVURPPP Trash AHTG.

Challenges/Improvements for 2007

- In 2007, the City and District will continue to perform joint trash assessments where appropriate.
- The City and District will participate in trash pilot projects facilitated by SCVURPPP.

Objective F Develop Annual Trash MOA Work Plan and Report

Description and Status

This objective guides the development of annual reporting and work planning activities under the Trash MOA. An Annual Report and Workplan are submitted to the Trash MOA Executive Committee (Attachment B) for their review and approval. This objective was met in 2006 as described herein and in the 2007 Work Plan. It is anticipated that in 2007, the team will continue with partnered cleanups, actively participate on the recently formed Santa Clara County Trash Technical Advisory Committee, and will continue to seek new opportunities to improve existing coordination and collaboration efforts.

Evaluation

Successes

• The Joint Trash Team collaborated to produce the 2006 Annual Report and 2007 Work Plan.

Challenges/Improvements for 2007

• Joint Trash Team members will participate in the Santa Clara County Trash Technical Advisory Committee as described in the 2007 Work Plan.

Attachment A

2006 Joint Trash Team

Brett Calhoun

Senior Water Quality Specialist Santa Clara Valley Water District

Don Duran

Field Operations Administrator Santa Clara Valley Water District

Carol Fredrickson

Field Operations Unit Manager Santa Clara Valley Water District

Dale Honda

Field Operations Administrator Santa Clara Valley Water District

Ken McKenzie

Field Operations Supervisor Guadalupe Watershed

Santa Clara Valley Water District

Anastazia Aziz – new effective November 2006 Acting Supervising Environmental Services

Specialist

Environmental Services Department

City of San Jose

Todd Capurso

Landscape Maintenance Manager

Parks, Recreation and Neighborhood Services

City of San Jose

Raymond Ho

Associate Civil Engineer Department of Transportation

City of San Jose

Skip Lacaze

Supervising Environmental Services Specialist

Environmental Services Department

City of San Jose

Mary Morse – new effective November 2006 Associate Environmental Services Specialist

Environmental Services Department

City of San Jose

Sharon Newton – concluded effective October

2006

Environmental Services Specialist Environmental Services Department

City of San Jose

Steven Osborn – new effective November 2006

Program Manager

Environmental Services Department

City of San Jose

Rick Stanton

Community Services Supervisor

Parks, Recreation and Neighborhood Services

City of San Jose

Attachment B

City-District Executive Committee

Les White Stanley Williams
City Manager Chief Executive Officer

City of San Jose Santa Clara Valley Water District

John Stufflebean Jim Fiedler

Director of Environmental Services
City of San Jose
Chief Operating Officer- Watersheds
Santa Clara Valley Water District

Melody Tovar Marc Klemenic

Deputy Director – Watershed Protection Deputy Operating Officer – Office of Coyote and

City of San Jose

Uvas Llagas Watershed Division
Santa Clara Valley Water District

Mary Ellen Dick Beau Goldie

Assistant to the Director of Environmental Services Deputy Operating Officer – Office of Lower

City of San Jose Penninsula/West Valley Watershed Division

Santa Clara Valley Water District

Attachment C

Program	Agency	Department/ Division	Trash Team Coordinator	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampment	General Education	Targeted Education	Structural Preventative Measures	Program Description
Adopt -A-Creek	District	Office of Communica-	Carol Fredrickson	Ed Morales 265-2607			•					Recruits and trains volunteers to support management of creeks and waterways, including
		tions	265-2607 x2933	x2880								litter removal.
Adopt-A- Hotspot Volunteers	City	PRNS	Rick Stanton 277-3208	Rick Stanton 277-3208			•					Volunteers clean one or more of 150 Litter Hotspots once a month. Achievements for FY 2005-06 included: 1) 136 of the 150 Hotspots adopted. 2) 61% of the Hotspots rate a 1 or 2 on the Keep America Beautiful Litter Index. 3) 82% of Hotspot Volunteers rate their spot a 1 or 2 on the Keep America Beautiful Index.
Adopt-A-Park	City	PRNS	Todd Capurso 277-2733	Sandra Freitas 535-3570			•					Recruits and trains residents to assist in the general care and maintenance of parks and other open spaces in San José. Goal is to have all 150 parks adopted by residents or neighborhood groups.
Adopt-A-Street	City	DOT	Raymond Ho 277-5044	Carrie Wright 975-3728			•					Recruits and trains volunteers to remove litter in City vacant lots and other properties.
Adopt-A-Trail	City	PRNS	Todd Capurso 277-2733	Sandra Freitas 535-3570			•					Recruits and trains volunteers to support management of trails, including litter removal.
Alternate Work Program	City	DOT PRNS	Raymond Ho 277-5044 Todd Capurso 277-2733	Al Schroeder 277-3626	•	•		•				City staff supervises Santa Clara County Department of Corrections labor to assist with encampment cleanups. These resources are also used to perform weed, litter, and illegal dumping removal along roadsides, vacant lots, landscaped areas, and alleyways within the City limits. Program goals are similar to landscaping, as AWP is responsible for a subset of the City's responsibility.

Program	Agency	Department/ Division	Trash Team Coordinator	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampment	General Education	Targeted Education	Structural Preventative Measures	Program Description
Clean Safe Creeks - Good Neighbor Maintenance Program	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Carol Fredrickson 265-2607 x2933	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	•							Crews remove illegally dumped items such as shopping carts, mattresses, cans, bottles, and general litter on District properties or easements when identified by citizens or District inspections. "Hot spots" are identified and addressed, i.e. (visible intersections 150' upstream or downstream and floodplain areas) are identified and placed in Good Neighbor routes. All routes are completed four times a year.
Code Enforcement Neighborhood Cleanups	City	PBCE	Skip Lacaze 975-2536	Gwen Lum- Duffy 277-4707	•							Neighborhood cleanups are scheduled throughout the year. Approximately five large events per Council District occur annually. Other cleanups are organized by Code Enforcement in areas with high levels of code violations.
Complaint Response	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Carol Fredrickson 265-2607 x2933	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413		•						Crews respond to citizen complaints received though hotline or website within five working days.
Creek Connections Action Group (CCAG)	District City	PRNS	Carol Fredrickson 265-2607 x2933 Todd Capurso 277- 2733	Sandra Freitas 535-3570			•					Volunteers remove trash from creeks, rivers and lakes in Santa Clara County twice each year on National River Cleanup Day (May) and Coastal Cleanup Day (September).

Program	Agency	Department/ Division	Trash Team Coordinator	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampment	General Education	Targeted Education	Structural Preventative Measures	
Creek Inspection Program	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Carol Fredrickson 265-2607 x2933	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	•							Crews inspect routes and may identify and report accumulations. Cleanup crews are scheduled to respond to reported trash accumulations.
Debris Removal	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Carol Fredrickson 265-2607 x2933	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	•							Crews cleanup trash accumulations on bridges and pier noses. Crews also cleanup litter accumulated at fenced areas along the creek and handle projects associated with flood protection and erosion control.
Encampment Cleanup	District City	Field Operations Metro PD	Carol Fredrickson 265-2607 x2933 Mary Morse 277-2767	Jeff Hopkins 265-2607 x2911 SJPD Metro Division Sgt. Mike Sullivan 277-4937				•				City and District cooperate to perform cleanup of homeless encampments along creeks.
General Complaint Trucks Illegal Dump	City	DOT PRNS	Raymond Ho 277-5044	Greg Schultz 277-4923 Rick Stanton	•	•						Crews collect illegal dumping, debris and other hazards found in or along the City streets in response to calls from the public. They also respond to requests for accident and spill cleanups in City streets. The primary goal is to respond to the highest percentage of calls within a stated time period. Corrections are made to eliminate illegal dumpsites.

Program	Agency	Department/ Division	Trash Team Coordinator	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampment	General Education	Targeted Education	Structural Preventative Measures	Program Description
Site Correction			277-3208	277-3208								In FY 2005-06 eight illegal dump sites were eliminated.
Landscape Maintenance	City	DOT	Raymond Ho 277-5044	Greg Schultz 277-4923	•	•						Crews remove litter and debris from City landscaped medians and backups. Primary goal is to maximize number of landscape parcels in good or better condition.
Litter Education Television Commercials	City	PRNS	Rick Stanton 277-3208	Rick Stanton 277-3208	•		•		•			Three anti-litter educational commercials are being run on television. In FY 2005-06 commercials were viewed by approximately 827,204 people.
Litter Ladder Assemblies	City	PRNS	Rick Stanton 277-3208	Rick Stanton 277-3208					•			Litter Ladder educational assemblies are held at schools. No assemblies were held this year. Resources were directed to other Programs.
Parks Maintenance	City	PRNS	Todd Capurso 277-2733	Park Concern Number 793-5510	•							Crews provide maintenance services and respond to illegal dumping in City parks and along trails in eight geographic maintenance districts.
Pick Up San Jose Volunteers	City	PRNS	Rick Stanton 277-3208	Rick Stanton 277-3208			•			•		Volunteers are recruited at fairs, festivals, community meetings and other miscellaneous group meetings to pick up litter whenever they are able. In FY 2005-06 2,859 volunteers were recruited.
Shed Program	City	PRNS	Rick Stanton 277-3208	Rick Stanton 277-3208			•					Volunteer groups borrow anti-litter supplies from an AGLP shed and conduct a neighborhood cleanup. In FY 2005-06 supplies were loaned to 46 groups to conduct neighborhood cleanups.
Storm Inlet Cleaning	City	DOT	Raymond Ho 277-5044	Raymond Ho 277-5044	•	•						Between mid September and the end of the calendar year, all inlets in the City are inspected and cleaned out to remove collected debris. The goal of the program is to prevent both fine and bulky pollutants from traveling further down the storm system.
Street Sweeping	City	DOT	Raymond Ho 277-5044	Neil Rauschhuber 277-3627	•	•						Using both contractual and City personnel, the City provides sweeping at least once per month on all streets. Arterials, collectors and selected business districts receive sweeping at least twice per month.

Program	Agency	Department/ Division	Trash Team Coordinator	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampment	General Education	Targeted Education	Structural Preventative Measures	Program Description
												Outreach through the Recycle Plus Program with the message to move cars on sweep day. The goal of the program is to have the highest percentage of swept streets judged good or better.
Weekend Trash Program	District	Field Operations - Guadalupe Watershed	Carol Fredrickson 265-2607 x2933	Jeff Hopkins 265-2607 x2911				•				This program focuses on larger homeless encampments, primarily in downtown San José. The District provides a trash compactor, stake bed truck and labor.
Weekend Youth Juvenile Offender Program	City	PRNS	Rick Stanton 277-3208	Rick Stanton 277-3208	•							Three vans of Youth Juvenile Offenders remove debris from Litter Hot Spots. In FY 2005-06 spots were cleaned 282 times.

Attachment D 2006 Joint Trash Cleanup Projects

Where	When	Resources	Trash Removed
Los Gatos Creek between Lincoln Avenue and the Highway 280 bridge - City owned area with District easement on east bank for flood control purposes.	July 19	District Onsite supervision Truck with winch SCVWD work crew Conservation Corps work crew & cleanup supplies Hazardous materials collection and disposal City PD assisted with homeless Garbage collection and disposal Large appliances	 2.77 tons of garbage Large items Oil and batteries
Coyote Creek between Oakland Road and Ridder Park Drive Unknown ownership with District easement.	August 2	District - Onsite supervision - Conservation Corps work crew & cleanup supplies City - Garbage collection and disposal - Hazardous materials and large item collection and disposal	 1.33 tons of garbage Large items Hazardous material (batteries, tires)
Coyote Creek between East Julian Street and Washington Street Unknown ownership with private property owner granting SCVWD temporary access to creek	September 28-29	District - Onsite supervision - SCVWD crew - Boat & related equipment - Portable restroom City - Garbage collection and disposal - Hazardous materials collection and disposal	 2.17 tons of garbage Trash raft located at site
Coyote Creek between Tully Road and Yerba Buena Avenue 75% City & 25% SCVWD-owned area.	October 31- November 2	District - Onsite supervision - Department of Corrections labor crew - Conservation Corps work Crews & cleanup supplies - Portable restroom City - Garbage collection and disposal - Hazardous materials collection and disposal - Conservation Corps work Crews & cleanup supplies - Gordon Castro of Anti-Litter Program	9.76 tons of garbageLarge items